



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** School Superintendents, Treasurers, Student Services Personnel, IT Personnel and Charter School Sponsors

**FROM:** Melissa K. Ambre, Director  
Office of School Finance

**DATE:** September 25, 2009

**SUBJECT:** Reminder: Form 30A Career and Technical Education Student Counts

This memorandum serves as a reminder that Form 30A, the collection document for Career & Technical Education Student Counts for the 2009-2010 school year, is due no later than October 2, 2009. The count date for students in career & technical education programs and the submission of Form 30A is the same as the DOE-ME. All career & technical education student counts will be submitted electronically via the Internet using Netscape or Microsoft Internet Explorer. The URL for submission is: [http://mustang.doe.state.in.us/FORM30A/2009/form30a\\_login.cfm](http://mustang.doe.state.in.us/FORM30A/2009/form30a_login.cfm). You will need the corporation's or charter school's logon (4 digit corporation number) and the PIN to enter the data. When completed, a computer generated copy of the Form 30A must be printed, signed by the Superintendent, Treasurer and Vocational Education Director, and returned to the Department. The deadline for submitting Form 30A is October 2, 2009.

***Form 30A must be mailed as soon as possible after the September 18th count date and no later than October 2, 2009, to the Department of Education, Office of School Finance, 151 West Ohio Street, Indianapolis, IN 46204.***

If you have questions regarding this memo, please contact Peggy, Kaitlin, or Melissa toll free at 866-234-1414 or local at 317-232-0840.